

CITY OF BURBANK

CUSTODIAN

DEFINITION

Under supervision, to maintain a high quality of cleanliness and order in assigned buildings; to perform event set-ups; to make deliveries; and to do related work as required.

ESSENTIAL FUNCTIONS

Sweeps, mop floors, performs all levels of floor care maintenance including stripping, waxing, and buffing; dusts and polishes furniture, stainless steel and all office fixtures; orders and replenishes supplies; empties and cleans waste receptacles; cleans and sanitizes rest rooms; washes windows and walls; vacuums, shampoos, scrubs and cleans carpets; changes lights; raises and lowers flag; performs event set-ups and take-downs, and cleans equipment and facilities for special events; provides information to the public; turns out lights, locks doors and windows; prepares building deficiency reports for repairs; takes care of materials and equipment used in work; maintains building security; makes deliveries, including materials for City Council, Boards, and Commissions meetings; meets performance standards; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - methods, materials and equipment used in custodial work.
- Ability to - communicate effectively orally and in writing; maintain City buildings in a clean, sanitized and orderly condition; understand and carry out oral and written instructions; learn new methods of maintaining the cleanliness of buildings; and work as a team member; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education & Training: Three years experience within the last five years, in custodial or janitorial work in commercial, industrial, hospital, governmental or similar organizations, and knowledge of custodial procedures and practices, including floor care procedures.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.